



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

National Defence Headquarters
Director Services Contracting 4 (D Svcs C 4)
Attention: Anna Maria Mangone, D Svcs C 4-3-4
By e-mail to:
DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca

Quartier général de la Défense nationale
Direction – Contrats de services 4 (DC Svcs 4)
Aux soins de : Anna Maria Mangone, DC Svcs 4-3-4
Par courriel au :
DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca

Proposal To: National Defence Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefore.

Proposition à : Défense nationale Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

Comments – Commentaires

**THIS DOCUMENT DOES NOT CONTAIN A
SECURITY REQUIREMENT.**

**CE DOCUMENT NE CONTIENT PAS
D'EXIGENCES RELATIVES À LA SÉCURITÉ.**

Solicitation Closes – L'invitation prend fin

At: – à :

02:00 PM Eastern Daylight Time (EDT) /
14:00 heure normale de l'Est (HNE)

On: – le :

04 October 2018 / 04 octobre 2018

Title – Titre Modern Electronic Warfare Knowledge, Modelling, and Simulation Training with MATLAB and SIMULINK	Solicitation No. – N° de l'invitation W6369-19-X020
Date of Solicitation – Date de l'invitation 23 August 2018 / 23 août 2018	
Address Enquiries to: – Adresser toutes questions à : Anna Maria Mangone by e-mail to/par courriel au: Anna-Maria.Mangone@forces.gc.ca	
Telephone No. – N° de téléphone 819-939-8485	FAX No. – N° de fax
Destination See herein./ Voir aux présentes.	

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery Required – Livraison exigée	Delivery Offered – Livraison proposée
Vendor Name and Address – Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name – Nom _____	Title – Titre _____
Signature _____	Date _____

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to this solicitation.

1.2 Statement of Work

- 1.2.1 The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".
- 1.2.2 Defence Research and Development Canada (DRDC) has a requirement for Modern Electronic Warfare (EW) training. The course requires modelling and simulation (M&S) skill development using MATLAB and SIMULINK. The requirement is for an instructor-led classroom course of approximately eight (8) days.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 02, **Procurement Business Number** is deleted in its entirety.

Section 05, **Submission of Bids – Subsection 4** is amended as follows:

Delete: 60 days

Insert: 120 calendar days.

Section 05, **Submission of Bids – Subsection 2(d)**, is deleted and replaced by:

It is the Bidder's responsibility to:

- (d) send its bid only to Department of National Defence (DND) organization receiving the bids as specified on Page 1 of the bid solicitation.

Section 08, **Transmission by facsimile or by epost Connect** is deleted in its entirety.

Section 20, **Further Information** is deleted in its entirety.

2.2 Submission of Bids

Unless specified otherwise in the RFP or otherwise directed by the Contracting Authority, bids must be submitted to the Department of National Defence organization by e-mail by the date and time indicated on page 1 of the solicitation.

E-Mail Submissions: Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that its entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues to affect bid receipt, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Canada will not accept any bids submitted after the closing date and time.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, Bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act \(PSSA\)](#), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, [the Members of Parliament Retiring Allowances Act](#), R.S., 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

If so, the Bidder must provide the following information for all FPS in receipt of a pension, as applicable:

- (a) name of former public servant; and
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separate sections as follows:

Section I: Technical Bid – one (1) soft copy submitted by e-mail;
Section II: Financial Bid – one (1) soft copy submitted by e-mail; and
Section III: Certifications – one (1) soft copy submitted by e-mail.

Prices should appear in the financial bid only. No prices should be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) page size; and
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#).

To assist Canada in reaching its objectives, bidders should use the environmentally-preferable format of black and white instead of colour.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the Work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

When preparing their financial bid, bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 6.7, Payment, of Part 6 of the bid solicitation.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

ATTACHMENT 1 to PART 3, PRICING SCHEDULE

The Bidder shall complete this pricing schedule and include it in its financial bid once completed. This Pricing Schedule will be used for Bid Evaluation purposes only. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all-inclusive rate (in Can \$).

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rates included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 6 of the bid solicitation required to be done, delivered or performed inside the National Capital Region (NCR) defined in the [National Capital Act \(R.S.C., 1985, c. N-4\)](http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), available on the Justice website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>).

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

1.0 INITIAL CONTRACT PERIOD: FROM THE DATE OF CONTRACT AWARD TO ONE (1) YEAR LATER. SCHEDULED COURSE DELIVERY IS REQUIRED FOR LATE 2018 [DATE TO BE SPECIFIED IN THE RESULTING CONTRACT]

Scheduled Course Delivery:

Description	All-Inclusive Unit Price* (A)	Quantity (B)	Total Price (A x B)
Modern Electronic Warfare Knowledge, Modelling, and Simulation with MATLAB and SIMULINK Training (minimum 8 days)	\$	1	\$
Total Scheduled Course Delivery			\$

***The All-Inclusive Unit Price must include all costs for course development and delivery, as well as all Travel and Living expenses of the Instructor(s).**

Optional Course Delivery:

Description	All-Inclusive Unit Price* (A)	Quantity (B)	Total Price (A x B)
Modern Electronic Warfare Knowledge, Modelling, and Simulation with MATLAB and SIMULINK Training (minimum 8 days)	\$	1	\$
Total Optional Course Delivery			\$

***The All-Inclusive Unit Price must include all costs for course development and delivery, as well as all Travel and Living expenses of the Instructor(s).**

Total Evaluated Price (for bid evaluation purposes only):

Description	Total Price
Total Scheduled Course Delivery	\$
Total Optional Course Delivery	\$
Total Evaluated Price	\$

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria (MT)		
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered.		
Number	Mandatory Technical Criterion	Bid Preparation Instructions
The Bidder		
MT1	The Bidder must demonstrate that they have experience in delivering courses that specialize in applied research and development in defence systems.	The Bidder must demonstrate evidence of their instructional specialization by providing a summary of their company mandate and detailing their areas of focus.
The Instructor(s)		
MT2	<p>The Bidder must demonstrate that the proposed Instructor(s) has(have) successfully completed at least one (1) of the following:</p> <ul style="list-style-type: none"> • A Masters or Ph.D. Degree in Electrical Engineering; OR • A minimum of 10 years' experience performing electrical engineering work. <p>The Degree must be from a recognized* Canadian Academic Institution/Organization (or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada).</p> <p>*The list of recognized organizations can be found under the Canadian Information Centre</p>	<p><u>Proof of Education:</u> The necessary documentation to support the bid in meeting this criterion must include a copy of a degree or other verifiable proof. Any copy of a degree be included in the bid submission, but may be provided after bid closing.</p> <p><u>Proof of Work Experience:</u> The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.</p>

	for International Credentials web site: http://www.cicic.ca/2/home.canada	
MT3	The Bidder must demonstrate that their proposed Instructor(s) has(have) delivered a minimum of five (5) Modern Electronic Warfare courses within the last ten (10) years.	The necessary documentation to support the bid in meeting this criterion must include the following: <ul style="list-style-type: none">• <u>Evidence</u>: Submit evidence, such as course outlines, from previously delivered courses; and• <u>Dates</u>: Submit details of when the courses were delivered (month and year).

4.2 Basis of Selection – Mandatory Technical Criteria

4.2.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive.

4.2.2 The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

6.2.1 The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.2.2 Defence Research and Development Canada (DRDC) has a requirement for modern Electronic Warfare (EW) training. The course requires modelling and simulation (M&S) skill development using MATLAB and SIMULINK. The requirement is for an instructor-led classroom course of eight (8) days.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2010B](#) (2018-06-21) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized

to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

6.3.2 Supplemental General Conditions

4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the date of Contract Award to one (1) year later. Scheduled course delivery is required for late 2018.

6.4.2 Optional Goods or Services, or both

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Anna Maria Mangone
Title and designation: Senior Procurement Officer, D Svcs C 4-3-4
Organization: Department of National Defence, Director Services Contracting 4 (D Svcs C 4)
Address: National Defence Headquarters
Attention: D Svcs C 4-3-4
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2
Telephone: 819-939-8485
E-mail address: Anna-Maria.Mangone@forces.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Procurement Authority

The Procurement Authority for the Contract is: **[to be specified in the resulting contract]**

Name: _____
Title and designation: _____

Organization: Department of National Defence, _____
Address: _____
Attention: _____

Telephone: ____ - ____ - ____
E-mail address: _____

The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority, however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Technical Authority

The Technical Authority for the Contract is: **[to be specified in the resulting contract]**

Name: _____
Title and designation: _____
Organization: Department of National Defence, _____
Address: _____
Attention: _____

Telephone: ____ - ____ - ____
E-mail address: _____

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is: **[to be specified in the resulting contract]**

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servant

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be

reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

6.7.2 Firm Price

For the Work described in the Statement of Work in Annex "A":

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____ **[amount to be inserted at contract award]**. Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.3 Method of Payment – Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada; and
- c. the Work delivered has been accepted by Canada.

6.7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

[List below to be modified in the resulting contract as indicated by the successful bidder in its bid, if applicable]

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 Invoicing Instructions

6.8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. Date;
- b. Contractor's name and address;
- c. Contract number;
- d. GST or HST (as applicable) registration number;
- e. Amount invoiced (exclusive of the GST or HST as appropriate) and the amount of GST or HST, as appropriate, shown separately; and
- f. any other documents as specified in the Contract.

6.8.2 Invoices must be distributed as follows:

- a. The original must be forwarded by e-mail to the address for the Procurement Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
- b. A copy must be forwarded by e-mail to the address for the Contracting Authority identified under the section entitled "Authorities" of the Contract, or the Contracting Authority may be copied on the e-mail sent to the Procurement Authority, as per above.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. **The name of the province or territory as specified by the Bidder in its bid will be inserted below, if applicable.**

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions **4006** (2010-08-16);
- (c) the general conditions **2010B** (2016-04-04);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;

- (f) the Contractor's bid dated [date to be inserted in the resulting contract], as clarified on [date(s) to be inserted in the resulting contract, if applicable], and as amended on [date(s) to be inserted in the resulting contract, if applicable].

6.12 Defence Contract

SACC *Manual* clause [A9006C](#) (2012-07-16) Defence Contract

6.13 Foreign Nationals

SACC *Manual* clause [A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

[OR]

SACC *Manual* clause [A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

ANNEX "A" – STATEMENT OF WORK

1.0 TITLE

MODERN ELECTRONIC WARFARE KNOWLEDGE AND MODELLING AND SIMULATION WITH MATLAB AND SIMULINK

2.0 SCOPE

2.1 Defence Research and Development Canada (DRDC) has a requirement for modern Electronic Warfare (EW) training. The course requires modelling and simulation (M&S) skill development using MATLAB and SIMULINK. The purpose of this Course is to develop students' M&S skills using MATLAB and SIMULINK and develop knowledge of advanced modern EW and radars.

2.2 The course must focus on the development of techniques for M&S of radio frequency systems based on the following three (3) EW areas:

- Electronic Attack systems and techniques as countermeasures to modern radar systems;
- Electronic Protection approaches for providing counter-countermeasures; and
- Electronic Support Measures for emitter characterization and situational awareness.

2.3 The course must be less than two (2) weeks total, which includes classroom setup, course delivery, and removal of the classroom setup after the course is finished. Total instruction time is eight (8) days. The maximum number of students is ten (10). The requirement is for the development and delivery of one (1) course.

3.0 ACRONYMS

DRDC	Defence Research and Development Canada
SOW	Statement of Work
TA	Technical Authority
EW	Electronic Warfare
M&S	Modeling and simulation

4.0 TASKS

4.1 Prepare a Course Outline

The Course Outline must include:

- 4.1.1 Outline/Agenda for the session with general breakdown of timings and topics;
- 4.1.2 Outline of the training schedule including how many days/hours required;

4.2 Create the Course Material

The Course must include a combination of class discussions and exercises must include ALL of the following topics:

- 4.2.1 Introduction of MATLAB and SIMULINK software tools, providing the students with the basic knowledge they will need during the course;
- 4.2.2 Introduction of Modern EW and way of M&S using MATLAB and SIMULINK;
- 4.2.3 Discussion of radar equation and its application;

- 4.2.4 Introduction of modern radar system and signal processing;
- 4.2.5 Introduction to Antenna technology;
 - o Antenna apertures
 - o Antenna array
 - o Electronic protection using antenna
 - o Adaptive beaming
- 4.2.6 Introduction to angle of arrival and direction finding methods;
- 4.2.7 Mono-pulse technology and M&S in MATLAB and SIMULINK;
- 4.2.8 Radar waveforms and their generations;
- 4.2.9 Radar matched filter and pulse compression methods;
- 4.2.10 Platform radar cross section and its M&S in MATLAB and SIMULINK;
- 4.2.11 Pulse Doppler system, its M&S and signal processing in MATLAB and SIMULINK;
- 4.2.12 Radar EW engagement scenario M&S in MATLAB and SIMULINK;
- 4.2.13 Electronic countermeasure M&S
 - o Electronic Attack using repeater technology and its M&S in MATLAB and SIMULINK
 - o Noise jamming method and its M&S in MATLAB and SIMULINK
- 4.2.14 Radar side lobe blanking and cancelation technique and M&S in MATLAB and SIMULINK
- 4.2.15 Radar EW receiver systems and M&S in MATLAB and SIMULINK
 - o EW receiver performance and M&S in MATLAB and SIMULINK
 - o Electronic support measure receiver performance, design and M&S in MATLAB and SIMULINK
- 4.2.16 Modern wideband digital technology and M&S in MATLAB and SIMULINK
- 4.2.17 Radar EW M&S requirement
- 4.2.18 Topics on Cyber EW
- 4.2.19 A hardcopy of all classroom material, a CD that includes all the classroom material, all the course notes and M&S codes must also be submitted for review and approval before course start date.

4.3 Deliver the Training

Upon approval of the documents in 5.1, the Contractor must deliver the proposed training session (on site), which includes the following details:

- 4.3.1 Courses scheduled for delivery must be Live, instructor-led classroom at DND's training facilities in the NCR. Note that Live, instructor-led Virtual Classroom is not acceptable.
- 4.3.2 The Contractor must instruct the Course between 0830 and 1600 hours, and must allow 1.0 hour during this timeframe for lunch and for morning/afternoon networking breaks.
- 4.3.3 The Contractor must set up the classroom, provide all participants with the necessary computer hardware and software licenses that are needed for this course, and the contractor must make them ready before the classes.
- 4.3.4 The Contractor must maintain and return to DND a record of student attendance by completing a "Student Attendance Record." The template for this will be supplied by DND.
- 4.3.5 A hardcopy of the classroom material and CD that includes all the classroom material must be provided to each student.
- 4.3.6 All the course notes and M&S codes must be installed on contractor computers before the course starts.
- 4.3.7 Through the process of delivering the training the Contractor must:
 - 4.3.7.1 Deliver the training in accordance with the approved course outline;

- 4.3.7.2 Maintain a pace that ensures the audience is able to follow and understand the material while staying on schedule;
- 4.3.7.3 Set-up the classroom prior to the start of the scheduled start time;
- 4.3.7.4 Provide administrative briefing to participants at the beginning of the course outlining the course outline;
- 4.3.7.5 Provide any feedback, lessons learned, difficulties encountered, and recommendations to the Technical Authority regarding the course.

5.0 DELIVERABLES

Number	Task Reference	Description	Quantity and Format	Delivery Date
5.1	4.1-4.4	Outline of the Course	1 copy; .docx or .pdf	Within 3 weeks of contract award.
5.2	4.1.5	A hardcopy of all classroom material, a CD that includes all the classroom material, all the course notes and M&S codes	1 copy; .docx or .pdf	Within 4 weeks of approval of deliverable 5.1.
5.3	4.2.1	Computer hardware and software licenses	For each student to be used for the duration of the course	First day of the course.
5.4	4.2.2	A hardcopy of the classroom material and CD for each student	Number of copies to be determined prior to course; max 10 Hard copies and CDs or DVDs required	First day of the course.
5.5	4.3.4; and 4.3.7.5	Student Attendance Record; and Feedback and recommendations	1 Hard Copy; and 1 copy; .docx or .pdf	Within 10 days of completion of the course.

6.0 LANGUAGE OF WORK

The Instructor(s) must be fluent in English. Fluent means able to communicate orally and in writing with minimal direction or errors. All Deliverables are to be provided in English.

7.0 LOCATION OF WORK

7.1 Coursework Development

The Contractor must conduct the coursework development at its own facilities.

7.2 Course Delivery

7.2.1 The Contractor is required to deliver the training at:

Defence Research and Development Canada – Ottawa Research Centre
Building 5A
3701 Carling Avenue
Ottawa, ON
K1A 0Z4
Canada

8.0 TRAVEL

8.1 The Contractor is required to travel to the following location under the following Tasks:

Task: 4.3
Location: Defence Research and Development Canada – Ottawa Research Centre
Address: Building 5A
3701 Carling Avenue, Ottawa, Ontario
K1A 0Z4
Canada
Duration: Approximately less than two weeks

8.2 The Course Price is to include all Travel, Living, Accommodations, Equipment, and Course Materials costs.

9.0 GOVERNMENT FURNISHED EQUIPMENT (GFE)

9.1 DRDC-Ottawa will provide the following:

- Classroom desks and chairs used during the course.
- Large computer display

ANNEX "B" – BASIS OF PAYMENT

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Professional Fees

The Contractor will be paid all-inclusive price as follows:

INITIAL CONTRACT PERIOD: FROM THE DATE OF CONTRACT AWARD TO ONE (1) YEAR LATER. SCHEDULED COURSE DELIVERY IS REQUIRED FOR LATE 2018 [DATE TO BE SPECIFIED IN THE RESULTING CONTRACT]

Scheduled Course Delivery:

Description	All-Inclusive Unit Price* (A)	Quantity (B)	Total Price (A x B)
Modern Electronic Warfare Knowledge, Modelling, and Simulation with MATLAB and SIMULINK Training (minimum 8 days)	\$	1	\$
Total Scheduled Course Delivery			\$

*The All-Inclusive Unit Price must include all costs for course development and delivery, as well as all Travel and Living expenses of the Instructor(s).

Optional Course Delivery:

Description	All-Inclusive Unit Price* (A)	Quantity (B)	Total Price (A x B)
Modern Electronic Warfare Knowledge, Modelling, and Simulation with MATLAB and SIMULINK Training (minimum 8 days)	\$	1	\$
Total Optional Course Delivery			\$

*The All-Inclusive Unit Price must include all costs for course development and delivery, as well as all Travel and Living expenses of the Instructor(s).

ANNEX "1" to PART 3 - ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)